



Short Safety Subject

Short Safety Subjects are provided by the Public Safety Business Center, Fort Bragg, NC. Our intent is to provide safety topics for the purpose of increasing safety awareness and improving safety performance. Additional Short Safety Subjects are available on the PSBC Business Management Web Site at:

www.bragg.army.mil/psbc-bm/PubsAndForms/ShortSafetySubjects.htm

Office Falls



One of the most common causes of office falls is tripping over an open desk or file drawer. Bending while seated in an unstable chair and tripping over electrical cords or wires are other common hazards. Office falls are frequently caused by using makeshift "ladders" (such as a chair, or a stack of boxes) and by slipping on wet floors (by the water cooler or coffee machine, for example.) Loose carpeting, objects stored in halls or walkways, and inadequate lighting are other hazards that invite accidental falls. Fortunately, all of these fall hazards are preventable. The following checklist can help you stop a fall before it happens.

Fall Prevention Checklist

- ☐ Look before you walk, make sure your pathway is clear.
- ☐ Close drawers after use.
- ☐ Avoid bending, twisting, and leaning backwards while seated.
- ☐ Secure electrical cords and wire away from walkways.
- ☐ Always use an appropriate stepladder for overhead reaching .
- ☐ Clean up spills immediately.
- ☐ If you see anything on the floor, a pen, a paper clip, etc ... pick it up.
- ☐ Report loose carpeting or damaged flooring to appropriate manager.
- ☐ Make sure walkways are well-lighted.
- ☐ Walk, don't run!